

**ADULT**

Adult is defined as either of the following:

- A person who is 21 years of age or older.
- A person who is less than 21 years of age and who is not a dependent child.

**Related Terms:** Dependent child.

**ADULT BURIAL  
WITH SERVICES  
ALLOWANCE**

The maximum amount that may be approved for the burial or cremation of an adult or of a child who is one month of age or older if family services are provided.

**Related Terms:** Infant burial allowance, adult burial without services allowance.

**ADULT BURIAL  
WITHOUT  
SERVICES  
ALLOWANCE**

The maximum amount that may be approved for the burial or cremation of an adult or of a child who is one month of age or older if family services are **not** provided.

**Related Terms:** Infant burial allowance, adult burial with services allowance.

**AFFORDABLE  
HOUSING**

The total housing obligation is equal to or less than 75% of the relief group's net countable income. The basic 75% can be increased by the following percentages if heat, electricity, or water/cooking gas is included in the rent:

- Heat included adds 15% to the basic 75%.
- Electricity included adds 5% to the basic 75%.
- Water or cooking gas, or both, included adds 5% to the basic 75%.

**AGENCY**

The state agency: Department of Human Services, formerly Family Independence Agency.

**Related Terms:** Department.

**APPLICANT**

A person who has applied for the state emergency relief program or on whose behalf an authorized representative has made application for the state emergency relief program.

**Related Terms:** Authorized representative, client, person who acts on the applicant's behalf.

**APPLICATION**

A statement, on a form prescribed by the department that the client wishes to receive state emergency relief which is signed and dated by the applicant or by a person who acts on the applicant's behalf and which is received by the department.

**ASSET**

A real or personal, tangible or intangible resource which a client owns or possesses, in which the client has a legal interest, and which the client has the legal ability to use or dispose of.

**Related Terms:** Cash assets, divestment, market value, non-cash assets, potential resource, protected cash asset limit, protected non-cash asset limit.

**AUTHORIZATION  
PERIOD**

The 30-day period immediately following the date of application.

**AUTHORIZED  
REPRESENTATIVE**

A person who applies or provides eligibility information on behalf of a client.

**Related Terms:** Applicant, person who acts on the applicant's behalf.

**CASH ASSETS**

Any of the following:

- Currency and coins.
- Amounts on deposit in banks, savings and loan associations, credit unions and other financial institutions.
- Uncashed checks, drafts and warrants.
- Traveler's checks.
- Stocks, bonds and other investments, including negotiable instruments.
- Individual retirement accounts.
- Keogh plans.
- Revocable prearranged funeral contracts.
- Nonrecurring lump-sum payments that do not represent an accumulation of monthly benefits.

**Related Terms:** Assets, divestment, market value, non-cash assets, potential resource, protected cash asset limit, protected non-cash asset limit.

**CLIENT**

An applicant for, or recipient of, state emergency relief and includes all members of the relief group.

**Related Terms:** Applicant, person who acts on the applicant's behalf.

**COOKING GAS**

See water or cooking gas, or both, required payment amount.

**DEPARTMENT**

The state Department of Human Services.

**Related Terms:** Agency.

**DEPENDENT  
CHILD**

A child is dependent if they:

- Are under the age of 21; and
- Live with one of the following:
  - A parent.
  - An adult relative.
  - An unrelated adult acting as a parent.

***Related Terms:*** Adult.

**DIRECTOR**

The director of the department.

***Related Terms:*** Department.

**DIVESTMENT**

The disposition of an asset without receiving it's market value with the intent of becoming or remaining eligible for, or increasing the amount of, emergency relief or with the intent of avoiding making reimbursement of emergency relief received.

***Related Terms:*** Assets, cash assets, market value, non-cash assets, potential resource, protected cash asset limit, protected non-cash asset limit.

**DWELLING UNIT**

A shelter, such as a house, apartment or mobile home.

**EARNED INCOME**

Cash that is received by a person for activities he or she engages in as a self-employed person or as an employee, from renting property, or from providing room and board.

***Related Terms:*** Income, unearned income.

**ELECTRICITY  
FISCAL YEAR  
CAP**

The maximum amount that may be approved for electricity during a fiscal year (October 1 - September 30).

**ELECTRICITY  
REQUIRED  
PAYMENT  
AMOUNT**

The amount that a relief group must have paid toward its household electric obligation during each month of the six-month period before the month in which the relief group applies for energy assistance as a condition of eligibility for emergency relief for energy.

**EMERGENCY**

A situation in which immediate action is necessary to prevent serious harm or hardship.

**EMERGENCY  
PERIOD**

The 30-day period immediately following the date that the application is received by the department.

**EMERGENCY  
RELIEF**

Relief that is paid pursuant to the state emergency relief program.

**EQUITY**

The current market value of an asset minus any liens and indebtedness on the asset and minus the reasonable expenses that are necessary to liquidate the asset.

**FEDERALLY  
FUNDED HOME  
REPAIRS  
ALLOWANCE**

The maximum cumulative amount that may be approved during the lifetime of the client for home repairs that are wholly funded with federal funds.

***Related Terms:*** Home repairs, state-funded home repairs allowance.

**FOOD**

See home-prepared food allowance or restaurant food allowance.

**FURNITURE**

See household furniture allowance, refrigerator allowance, stove allowance, sundry household items allowance.

**HEATING FUEL  
FISCAL YEAR  
CAP**

The maximum amount that may be approved for heating fuel during a fiscal year (October 1 - September 30).

**HOMELESS**

There is no housing that the relief group can return to. The term applies to all of the following groups:

- Groups in emergency shelters.
- Groups sleeping in cars or on the streets.
- Groups living temporarily with others due to a fire or natural disaster that occurred within 60 days before application or to escape a domestic violence situation.

**HOME  
OWNERSHIP  
SERVICES  
ALLOWANCE**

The maximum cumulative amount that may be approved during the lifetime of the client for any or all of the following services:

- Mortgage, land contract payments, or mobile home sales contracts, including principal and interest, legal fees and escrows for taxes and insurance.
- Property taxes and fees.
- House insurance premiums that are required pursuant to the terms of a mortgage or land contract.
- Mobile home lot rental.

**HOME-PREPARED  
FOOD  
ALLOWANCE**

The maximum amount that may be approved for food if the relief group lives in a dwelling unit that has cooking facilities.

**Related Terms:** Restaurant food allowance.

## HOME REPAIRS

Repairs that are necessary to make a home safe for occupancy or that are required by a rule, regulation, or ordinance of a governmental agency or mobile home park. The term includes repairs to any of the following with respect to a house or mobile home:

- Basic structure.
- Plumbing system.
- Electrical system.
- Waste disposal system.
- Heating system.

**Related Terms:** Federally funded home repairs allowance, state-funded home repairs allowance.

## HOMESTEAD

A structure which is occupied as a home and which is owned, being purchased or held by a life estate. The term includes buildings on leased land, mobile homes and adjoining land. A relief group may have only one exempt homestead at a time.

## HOUSEHOLD FURNITURE ALLOWANCE

The maximum amount that may be approved per issuance for furniture.

**Related Terms:** Furniture, refrigerator allowance, stove allowance, sundry household items allowance.

## INCOME

All earned or unearned monies that are received by a client.

**Related Terms:** Earned income, unearned income.

**INFANT BURIAL  
ALLOWANCE**

The maximum amount that may be approved for the burial, cremation or other disposition of a child who is less than one month of age, a fetus or a limb.

**Related Terms:** Adult burial with services allowance, adult burial without services allowance.

**MARKET VALUE**

With respect to an asset, market value means the price that the owner would receive if he/she disposed of the asset on short notice, possibly without the opportunity to realize the full potential on his/her investment in the asset.

**Related Terms:** Assets, cash assets, divestment, non-cash assets, potential resource, protected cash asset limit, protected non-cash asset limit.

**NONCASH  
ASSETS**

Assets that are not cash assets.

**Related Terms:** Assets, cash assets, divestment, market value, potential resource, protected cash asset limit, protected non-cash asset limit.

**PERSON WHO  
ACTS ON THE  
APPLICANT'S  
BEHALF**

A person who applies or provides eligibility information on behalf of a client.

**Related Terms:** Applicant, authorized representative.

**POTENTIAL  
RESOURCES**

An asset or income that may be available to a client if action is taken to make the asset or income available.

**PROTECTED  
CASH ASSET  
LIMIT**

The maximum total combined cash assets that the members of a relief group which is eligible with respect to cash assets may own.

**Related Terms:** Assets, cash assets, divestment, market value, non-cash assets, potential resource, protected non-cash asset limit.

**PROTECTED  
NONCASH ASSET  
LIMIT**

The maximum total combined noncash assets that the members of a relief group which is eligible with respect to noncash assets may own.

**Related Terms:** Assets, cash assets, divestment, market value, non-cash assets, potential resource, protected cash asset limit.

**REFRIGERATOR  
ALLOWANCE**

The maximum amount that may be approved for a new or used refrigerator.

**Related Terms:** Household furniture allowance, stove allowance.

**RELIEF GROUP**

All persons who live in the same dwelling unit except for the following entities:

- Renters who live in the same dwelling unit and who pay a fair market rent to the relief group.
- Landlords who live in the same dwelling unit if the relief group pays the landlord fair market rent to live in the home.
- Any person who claims and verifies that he or she will not be adversely affected by the emergency situation for which the relief group is requesting state emergency relief and will not benefit if the relief group's application is approved.

**RELOCATION  
SERVICES  
PAYMENT  
MAXIMUM**

The maximum amount that may be approved per issuance for relocation services.

**REQUIRED  
PAYMENT  
AMOUNT**

A payment by the client of his or her obligation for any of the following in an amount specified in these rules:

- Rent.
- Purchase of a home.
- Mandatory house insurance premiums required pursuant to the terms of a mortgage or land contract.
- Heating fuel.
- Electricity.
- Water or cooking fuel or both.
- Utility deposit.

**RESOURCE**

Income or assets which are owned by, and are under the control of, a client and which may be used to achieve a level of subsistence.

**RESTAURANT  
FOOD  
ALLOWANCE**

The maximum amount that may be approved for food if the relief group lives in a dwelling unit that does not have cooking facilities.

***Related Terms:*** Home-prepared food allowance.

**STATE-FUNDED  
HOME REPAIRS  
ALLOWANCE**

The maximum cumulative amount that may be approved during the lifetime of the client for home repairs that are wholly or partially funded with state funds.

**Related Terms:** Federally funded home repairs allowance, home repairs.

**STOVE  
ALLOWANCE**

The maximum amount that may be approved for a new or used stove.

**Related Terms:** Furniture, household furniture allowance, refrigerator allowance, sundry household items allowance.

**SUNDRY  
HOUSEHOLD  
ITEMS  
ALLOWANCE**

The maximum amount that may be approved for sundry household items.

**Related Terms:** Furniture, household furniture allowance, refrigerator allowance, stove allowance.

**TOTAL HOUSING  
OBLIGATION**

The total monthly amount the relief group must pay for all of the following:

- Rent.
- House payment.
- Mobile home lot rent.
- Property taxes.
- Required insurance premiums.

**UNEARNED  
INCOME**

Any income, other than earned income and includes all of the following:

- Money received in the form of public assistance.
- Pensions.
- Benefits.
- Interest.
- Dividends.
- Support.
- Compensation.

***Related Terms:*** Earned income, income.

#### UTILITY DEPOSIT CAP

The maximum amount that may be approved for a utility deposit.

#### VERIFICATION

Documentation or collateral proof that is used to confirm the validity of a relief group's reported circumstances.

#### WATER OR COOKING GAS, OR BOTH, REQUIRED PAYMENT AMOUNT

The amount that a relief group must have paid toward its obligations for water or cooking gas, or both, during each month of the six-month period before the month in which the relief group applies for water or cooking gas, or both, assistance as a condition of eligibility for emergency relief for water or cooking gas, or both.